

Specialist Training Program (STP) Rural Support Loading (RSL) CLAIM FORM

Please report on items you have purchased under the Rural Support Loading allowance and include brief details for each item. Do not submit receipts with this Claim Form, but please retain receipts and all relevant documentation in the event of a future audit. **Note: claims will only be processed for actual expenses incurred (not projected or estimated expenses) during the current reporting period.**

Note:

RACMA may ask for further information and/or suitable evidence of expenses incurred by the setting or the trainee. The decision to accept or reject a claim is at the absolute discretion of the RACMA. Previous acceptance of a similar expense does not guarantee that it will be permitted.

Expenses eligible for Rural Support Loading funding

Expense	Comment
Relocation costs	Flights, household removal, vehicle removal
Accommodation costs	Local accommodation and living costs such as rent/bond and utility bills. <ul style="list-style-type: none"> If the accommodation is owned by the facility, the claim may include a written estimate of the rental value of accommodation being provided to the trainee. The claim should be reduced by any amount met by the trainee directly.
Attendance at training courses, meetings, conferences	Travel, accommodation, registration and attendance charges at course, meetings and conferences related to Fellowship training.
Outreach activities	Travel and accommodation expenses associated with outreach activities associated with Fellowship training.
IT and videoconferencing facilities	IT software and installation costs relating to Fellowship training but not for the entire training site.
Research projects	Access to online library, laboratory equipment.
Resources	Materials related to the trainee experience in the location, e.g. <ul style="list-style-type: none"> relevant journal subscriptions and textbooks online training costs related to Fellowship training including: <ul style="list-style-type: none"> journal access/subscription, textbooks membership of professional bodies that include online training resources such as webinars. Evidence will need to be provided of training completion/participation. office asset equipment such as computers, phones, desks, chairs, IT equipment and associated facilities for use by trainees.
Professional development	Professional development allowance for the Trainee.
Establishment costs for new STP positions	Costs for initial training post setup to support trainees, including any costs associated with recruitment and retention.
Minor renovations	Minor renovation of existing facilities to accommodate specialty training such as re-allocation of an office, creation of an office/desk/training area. Expenses in this category are generally considered to be a one-off expense per health setting.

Expenses NOT eligible for Rural Support Loading funding

Expense	Comment
Trainee salary	Rural Loading funds will not be paid to 'top up' trainee salary. 'Travel time' to outreach clinics will not be approved.
Supervisor or administrative salary or travel expenses	Rural Loading funds will not be paid for administrative or Supervisors salaries or travel expenses.
Accreditation costs	Costs associated with the accreditation of the site as a training post or in preparing an Expression of Interest for STP funding are ineligible
International travel for trainees	The Department of Health has specifically excluded international travel and attendance at training courses, meetings, and conferences held outside Australia
RACMA training and examination fees	Rural Loading funds cannot be used to pay for training program or application fees or other College fees
Internal hospital training	Training not related to the trainee's Fellowship Training Program (e.g. all-staff induction, OH&S) will not be funded.

STP Ref No:		Setting Name	
Period of claim:			

Expenses	Costs (\$)	Details
Relocation costs associated with training requirements		
Accommodation costs (rent, utilities)		
Attendance at training courses, meetings & conferences (within Australia only)		
Outreach activities		
IT and videoconferencing facilities		
Research projects (e.g. access to online library, laboratory equipment)		
Resources (e.g. books, computers, journals, office equipment)		
Trainee Professional Development allowance		
Establishment costs for new STP positions		
Minor renovations		
Total Claim		

Comments (if required)

Declaration:

- I understand that the funded setting is required to retain documentary evidence of all items claimed via this funding and be able to provide these records upon request or for future audit purposes.
- I verify that the information contained in this Form is complete and correct at time of submission.

Report Prepared by:		Signature:	
Position:		Date:	
Email:		Telephone:	